

ANNUAL TOWNSHIP BUDGET
For the Year Ending December 31, 2025
_____ Township
Burleigh County, North Dakota

A) Cash on hand December 31, 2024	_____		
B) Estimated Revenues (2025) Sch.B -line 8	_____		
C) TOTAL RESOURCES AVAILABLE		_____	
D) Estimated Expenditures (2025) Sch B-line 19	_____		
E) Cash Reserve (Dec. 31, 2025)	_____		
F) TOTAL EXPENSE AND RESERVE		_____	
G) LEVY REQUIRED			=====

Narrative for Schedule A.

- A) estimated cash on hand Dec. 31, 2024 is all cash and investments as of 12/31/24.
- B) estimated revenues is all estimated monies taken in by the township excluding property taxes. Sch. B - line 8
- C) line A plus line B
- D) estimated expenses for 2025. Sch. B - line 19.
- E) estimated cash and investments on hand 12/31/25.
- F) line D plus line E
- G) line C minus line F

ANNUAL TOWNSHIP BUDGET For
the Year Ending 2025
_____ Township
Fund _____

RECEIPTS	2023 Actual Receipts	2024 Estimated Receipts	2025 Estimated Receipts	
Property Taxes				1
Township Road Mileage (Gas Tax)				2
State Aid Distribution				3
				4
Interest Earned				5
				6
Miscellaneous Receipts				7
Total Receipts				8

EXPENDITURES	2023 Actual Expenditures	2024 Estimated Expenditures	2025 Estimated Expenditures	
Board Salaries (including travel)				9
Dues and Meals				10
Election Board				11
Legal Notice				12
Blading & Graveling (Maintenance Agreement)				13
Road Repair, Construction & Culverts				14
Insurance				15
Weed Control				16
Amounts Paid to County For Services Performed				17
Miscellaneous Expenditures				18
Total Expenditures				19

Narrative for Schedule B

Receipts

1. PROPERTY TAXES received the two previous years – this is the amount you are trying to determine on Schedule A.
2. TOWNSHIP ROAD MILEAGE (HIGHWAY GAS TAX) – amount received the previous year and an estimate of the 2023 & 2024 amounts to be received.
3. STATE AID DISTRIBUTION – amount of state aid distribution received the previous year and an estimate of the 2023 & 2024 amounts to be received.
4. INTEREST EARNED – amount of interest earned on investments the previous year and an estimate of the 2023 & 2024 interest to be earned.
5. MISCELLANEOUS RECEIPTS – all other income received in the previous year and an estimate of all other income for 2023 & 2024
6. TOTAL RECEIPTS – sum of lines 1 -7.

Disbursements

7. BOARD SALARIES – salaries and travel expenses for elected and appointed township officers (township board, clerk, treasurer, assessor etc.).
8. DUES and MEALS – association dues and all meal expenses.
9. ELECTION BOARD – all expenses relating to elections including but not limited to salaries, supplies, travel, etc.
10. LEGAL NOTICES – publishing and printing costs.
11. BLADING AND GRAVELING (INCLUDE RAOD MAINTENANCE AND SNOW REMOVAL AGREEMTNS WITH COUNTY) – amounts paid for blading and graveling of township roads (gravel royalties, hauling, checking), including amounts paid to county for maintenance agreements.
12. ROAD CONSTRUCTION AND REPAIRS (INCLUDING CULVERTS) – amounts paid for road construction, repair and culverts including fence moving and repair along with reseeding ditches, etc.
13. INSURANCE – amounts paid for insurance coverage for township (liability, casualty, property and workmen’s comp).
14. WEED CONTROL – amounts paid for control of noxious weeds including amounts paid to county for week control.
15. AMOUNTS PAID TO COUNTY FOR SERVICES PERFORMED – amounts paid to county for services EXCLUDING WEED CONTROL AND ROAD MAINTENANCE AGREEMENTS AND ROAD CONSTRUCTION.
16. MISCELLANEOUS EXPENSES – amounts paid for all other expenses.
17. TOTAL DISBURSMENTS – sum of line 9-18.

******NOTE******

THESE SAME ACCOUNT CLASSIFICATIONS ARE TO BE USED FOR THE TOWNSHIP TREASURES REPORTS.

CERTIFICATE OF SUMS VOTED AT ANNUAL TOWNSHIP MEETING
& CERTIFICATE OF TAX LEVY OF
_____ TOWNSHIP
FOR THE YEAR 2025

To the County Auditor of Burleigh County, North Dakota

You are hereby notified that at the annual township meeting of above township held on the third Tuesday in March, 2024, the electors of said township duly voted to raise for the current year the amounts stated below for the purposes indicated:

General Fund \$ _____

(Show sums voted in dollars, not mills)

You are further notified that the board of supervisors of said township, in regular session, did by resolution on the _____ day of _____, 20____, duly levy for township purposes the following amounts as the tax levy for the current year:

General Fund \$ _____

(Show sums voted in dollars, not mills)

You will therefore, extend such amounts upon the tax list for the current year against all taxable property in said township. You will also enter and extend taxes previously levied, if any, by resolution of the township board of this township to pay interest bonds outstanding and to pay the principal thereof at maturity.

Given under by hand this _____ day of _____, 20____,

Township Clerk
_____ Township Burleigh County

MINUTES OF PROCEEDINGS
OF ANNUAL TOWNSHIP MEETING

At the annual Township meeting held in the Township of _____ in the County of Burleigh and the State of North Dakota, at _____ CST on the ____ day of March, 20____, the meeting was called to order by _____, _____ were then chosen Judges of such meeting, and _____, was then chosen to preside as Moderator of such meeting. Such Judges and Moderator then qualified by taking and subscribing the required oath.

The Moderator, at the opening of the meeting, stated the business to be transacted and the order of the same as follows: That the business to be transacted would be to elect one Supervisor, one Clerk, one Treasurer, and one Assessor in said township and to do any other business proper to be done at said meeting.

That said business would be entertained in the following order:

1st The election by ballot of Township officers, the polls to be kept open _____.

2nd At _____ o'clock _____ am _____ pm, CST the general business of the Township would be taken up and proceeded with until disposed of.

The Moderator then stated that the following By-Law had been proposed to be voted on by ballot: _____

That the ballot for such purpose must be in these words: _____

and must be placed in the same ballot box with the votes cast for Township Officers, and to be canvassed with the same manner as the ballots for Township Officers.

It was then on motion Resolved that the compensation of Township officers elected at this meeting shall be _____

Proclamation of opening of the Polls was then made by the Moderator, and the polls opened and the election of Township officers proceeded.

The following three places were determined and designated by the voters present, as the most public places in said Township for the posting up of legal notices, and suitable posts for such purposes were ordered to be erected or maintained by the Supervisors at each of said places, viz: _____

The supervisors submitted to the electors a report of all the places at which Guide Posts are erected and maintained within the Township, and of all places at which, in their opinion, they ought to be erected and maintained. Thereupon, it was Ordered that Guide Posts be erected and maintained at the following places, viz:

STATEMENT OF RESULT OF CANVASS
TO BE READ PUBLICLY BY THE CLERK

The following is a statement of the result of the canvass of votes by ballot for the election of officers at the annual Township Meeting in the Township of _____, County of Burleigh, and State of North Dakota, March ____, ____, as publicly canvassed by the Judges at said Meeting:

_____ received ____ votes for Supervisor
_____ received ____ votes for Supervisor
_____ received ____ votes for Supervisor
_____ received ____ votes for Supervisor
_____ was declared elected Supervisor
_____ was declared elected Supervisor

_____ received ____ votes for Township Clerk
_____ received ____ votes for Township Clerk
_____ was declared elected Township Clerk

_____ received ____ votes for Treasurer
_____ received ____ votes for Treasurer
_____ was declared elected Treasurer

_____ received ____ votes for Assessor
_____ received ____ votes for Assessor
_____ was declared elected Assessor

The Township Clerk read publicly the report of the Board of Auditors, including a statement of the fiscal concerns of the Township, and an estimate of the sums necessary for the current expenses thereof, the support of the poor, and other incidental expenses for the ensuing year.

On motion, it was ordered, that the following sums of money be raised by tax upon the taxable property in said Township for the following purposes for the current year:

General Fund

On motion, It was Resolved

On motion, It was Resolved

The next Annual Township Meeting was order to be held at _____ and the same place was designated for holding the next General Election in the Township.

At _____ o'clock am pm, CST the polls were closed, proclamation thereof being made by the Moderator. The Judges then proceeded to publicly canvass the votes, and the persons having the greatest number of votes for the respective offices voted for, were declared elected.

_____ ballots were cast _____
_____ ballots were cast _____
_____ ballots were cast _____

On motion, the meeting adjourned.

_____) Judges
_____)

Attest: _____, Township Clerk.